



YOU'RE NOT DONE YET!



Loan Entrance Counseling Session and Master Promissory Note Instructions

All students receiving a Direct Subsidized or Unsubsidized Loan for the first time with Miles Community College are required to complete the following steps.

STEP 1 Entrance Counseling Session

1. Visit <https://studentaid.gov>.
2. Use the Log In box in the center of the page. Enter a FSA ID Username or Email and FSA ID password that you used to complete your FAFSA application.
3. Click on Complete Aid Process
4. Select "Complete Entrance Counseling".
5. Select the blue "START" button.
6. You will be taken to "Notify These Schools" page. You will add the school that you want to notify ("select school to notify") and select in the Student Type "I am completing entrance counseling to receive direct loans as an undergraduate student". Then continue to the entrance counseling questions.
7. ***After completing all of the entrance counseling questions, you will reach a screen that will confirm and congratulate you on the completion of the entrance counseling session.***

STEP 2 Master Promissory Note (MPN) A master promissory note (MPN) is an agreement between you and the Department of Education stating that you will repay the student loans you have borrowed.

8. Now you must do step two by signing the Master Promissory Note. Select under complete aid process **"Complete a Master Promissory Note"**. Click the blue start box for the **"I'm an Undergraduate Student"** and complete the steps required for completing the Master Promissory Note. **Complete the steps, review and sign.**
9. **Log out once you have submitted the MPN.**

If you have any questions or need help with this process, please call
The Financial Aid Office at Miles Community College at 406-874-6208 or
1-800-541-9281, ext. 6208.